

LYNCHBURG PUBLIC LIBRARY
Community Meeting Room POLICIES & REGULATIONS

Use of the Library's Community Meeting Rooms may be denied to any group which fails to comply with the following:

- ❖ Governmental, non-profit, or civic organizations may reserve a Community Meeting Room (CMR)
- ❖ The CMRs may not be used for social gatherings, regularly scheduled religious services or for commercial or promotional activities.
- ❖ A group may use the CMR a maximum of twelve (12) times per year.
- ❖ The Large Meeting Room and the Conference Area will not be booked to separate groups at the same time.
- ❖ Attendance shall not exceed 120 persons in the Large Meeting Room or 15 persons in the Conference Room.
- ❖ Doors to the CMR will be unlocked fifteen (15) minutes before the scheduled meeting time
 - Exception of 9:00 AM meetings, in which case the doors will be opened at 9:00 AM
- ❖ Set-up time must be included when making reservations.
- ❖ Doors will be locked fifteen (15) minutes after the meeting is scheduled to end
- ❖ Meetings lasting longer than the time scheduled will be charged an additional fee.
- ❖ The CMRs will be arranged as closely as possible to the meeting room user's request.
- ❖ If more tables and/or chairs are needed than are available, groups are welcome to bring in their own.
- ❖ Kitchen facilities are available.
 - Light refreshments, excluding alcoholic beverages, may be served.
 - Reservations for use of the kitchen should be made at the same time as that for the CMRs.
 - Groups are expected to provide their own utensils and to leave the kitchen in order at the end of the meeting.
 - No frying may be done on the range.
- ❖ The group will be responsible for leaving the CMRs in the condition in which they were found
- ❖ The group accepts full responsibility for proper conduct of those attending the meeting.
 - Orderly conduct must be maintained during the meeting, as well as while entering & leaving the building.
- ❖ The group will be financially responsible for any damage that occurs during its use of the room.
 - Charges for janitorial services may be assessed at the library's discretion.
- ❖ When a CMR is to be used by organizations of students or other young people, an adult sponsor must make the reservation and must be present and responsible for the entire meeting.
- ❖ Adults attending meetings are responsible for their children.
 - Child-sitting services are not provided by the library & children may not be left unattended in the library.
- ❖ No charge may be made for admittance to a meeting
- ❖ A registration fee to cover the cost of workshops, etc., may be charged.
- ❖ Nothing may be sold on the Library premises.
- ❖ No petitions may be circulated in the Library.
- ❖ The library name and address must NOT be used as the official address or headquarters of a group.
- ❖ Must use your group/organization name for any publicity: mailers, TV, radio or newspaper ads, etc.
 - The Library may not be identified as a sponsor without its authorization.
- ❖ Smoking and alcoholic beverages are not permitted on Library premises.

The Library reserves the right to move a meeting to another suitable location within the Library or, in extreme situations, to cancel a reservation.

The Library will not be responsible for items left in the CMRs.

RATE SCHEDULE

DESCRIPTION	AVAILABLE HOURS	FEES*
Large Meeting Room (seats 120)	Mon. – Fri. 9:00 AM to 10 PM Sat. 9:00 AM to 5:00 PM	\$ 25.00/2 hrs. + \$ 10 each additional hour
Conference Area (seats 12 –15)	Mon. – Fri. 9:00 AM to 10 PM Sat. 9:00 AM to 5:00 PM	\$10.00/2 hrs. + \$5.00 each additional hour
Equipment: TV/VCR; TV/DVD; Speaker w/ Microphone; LCD projector	For use during scheduled meetings	\$5.00 each per meeting
Equipment: Podium; Dry Erase Board; Flipchart Easel (must bring own paper)	For use during scheduled meetings	No Charge
Wireless Internet service available in both areas.		

* Minimum two (2) hour usage. Fees are subject to change.

RESERVATIONS: Tentative reservations may be made; however, confirmation must follow within forty-eight (48) hours for the reservation to be held.
A signed application form with payment must be submitted to the Administrative Office at least one (1) day prior to the meeting date.

EQUIPMENT: Requests should be made for equipment rental when making your reservations. The group will be responsible for the equipment while in their possession.

PAYMENT: All fees must be paid **prior** to meeting date in the Administrative Office, either in person, Monday through Friday, 9:30 AM to 5:30 PM, or by mail.

CANCELLATIONS: In the event of cancellation, you are still responsible for any fees when less than twenty-four hour notice is given - inclement weather excluded. For **fee-exempt** groups, the library will charge \$25.00 for cancellations when less than twenty-four hour notice is given or in the event of a no-show – inclement weather excluded.

Fee Exempt: To qualify for fee exempt status, your organization must receive funding directly from the City of Lynchburg.